

Phased re-opening of Library facilities.

The health and well-being of the entire Library workforce continues to be our paramount concern during the coronavirus pandemic. The Library will assess current conditions and authorize expanded operations with restricted entrance protocols, social distancing, and health safeguards as conditions warrant. **Contractor management must engage their contracting officers and contracting officer representatives (CORs) to identify if, when, and under what conditions contractor staff may access Library facilities.**

The Library will begin a phased re-opening of Library facilities in June of 2020

Phase 1: Very limited return of staff and contractors to assess and restart select priority work that cannot be accomplished remotely. Library buildings remain closed to researchers and the general public. Onsite staff and contractors initially limited to about 5% and individual work onsite limited to no more than 40 hours every two weeks increasing to about 25%. Staff performing work that can be performed remotely do not return to the building.

Phase 2: Most onsite operations to be performed at a reduced level with the exception of functions supporting the public. Library buildings remain closed to researchers and the general public. Authorized visitors (e.g. Members of Congress, congressional staff, and other guests on official business) may enter Library buildings by appointment. Onsite staff and contractors expanded to about 50%.

Phase 3: This will occur in stages starting by opening select reading rooms to registered readers, subject to assembly limits and reduced operating hours. Onsite staff and contractors will be expanded as necessary to conduct operations. This will be expanded to allow for full restoration of all reading rooms and public services and full restoration of contractor operations. Onsite public programming will resume.

During the phased return to operations, the Library will execute enhanced protocols to protect staff, contractors, and guests. Contractors shall notify their staff that if they exhibit symptoms of COVID-19 they shall not report to work on Library facilities.

Phase One entry points are restricted to two locations: The Madison Building Garage and the main entrance at Independence Avenue. Un-badged individuals must be escorted by Library staff. Queues will be designated with proper social distancing. Individuals are required at entry point to wear a mask or personal face covering. The Library is not furnishing face coverings. Library Health Services

Division (HSD) staff will assess individual temperatures daily and screen individuals at entry for the following conditions within 7 days prior to entry:

- Fever $\geq 100.4^{\circ}\text{F}$
- Chills with or without shaking, or teeth chattering
- Sore throat
- Vomiting, diarrhea, or nausea
- Dry cough
- Pink eye
- Productive cough
- Joint or muscle aches
- Shortness of breath
- Loss of taste or smell
- Been in close contact with anyone experiencing flu-like symptoms, with a presumed diagnosis of COVID-19, or caring for or in close contact with a laboratory-confirmed case of COVID-19.
- Visited a nursing home
- Tested positive or had a presumed diagnosis of COVID-19 at any time AND did not notify or have not been cleared to return to work by their health care provider

Library HSD clinical staff will refuse entry to those disqualified at the entry screening. HSD clinical staff will issue a colored wristband to individuals cleared during pre-entry screening.

The Library will address social distancing through enhanced traffic management protocols, including requiring individuals in hallways to remain 6ft away from others, adjust traffic flow to single direction traffic in the Adams and Jefferson Buildings, and prohibit hallway meetings and fitness walking within Library facilities. Elevator waiting areas will be clearly marked in each lobby and elevator cabs will be limited to one or two people per cab depending on the size of the cab. Stairwells will allow for single-directional traffic (up only/down only). Office work areas will be 6ft apart. Conference Rooms will be unavailable for in-person meetings, but may be used to store materials or as work areas if separated a minimum of 6ft apart. Pantries and kitchens will be available for limited use with social-distant seating and require clean up after use. Vending lounges will be open in all buildings. Other food service operations will remain closed. Badged Library staff can access the Madison Parking Garage.

The Library is taking additional precautions to protect potential at risk staff and strongly encourages contractor management to monitor guidance published by the Center for Disease Control (CDC) regarding this class of employee: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>, and to work with their contracting officers and CORs to implement Library guidance, including updates posted to the Library of Congress Website at: <https://www.loc.gov/about/pandemic-information/>.